

CITY OF SEATAC

PROCESS AND PROCEDURE FOR SEPA APPEAL HEARINGS

1. To appeal a final threshold determination of significance or insignificance issued by the City of SeaTac, the attached appeal form must be used.
2. The appeal form shall be filled out completely and a copy of the threshold determination shall be attached to the appeal or the appeal will not be accepted.
3. The appeal must be filed with the City Clerk within ten (10) days of the date of issuance of the determination of significance or insignificance. Additionally, there is a \$100.00 fee required for filing the appeal.
4. Any additional written documentation in support of the appeal must be submitted to the City Clerk's office within fourteen (14) days of filing the initial appeal.
5. Upon receipt of the appeal, the City will schedule a public hearing before the Hearing Examiner. The hearing may take place 45 to 90 days after receipt of the appeal.
6. The public hearing notice shall be published, posted and mailed to parties of record and, if applicable, to adjacent property owners, not less than thirty (30) days prior to the public hearing.
7. At least fourteen (14) days before the appeal hearing, the City will file a staff report supporting the City's threshold determination.
8. At the public hearing, staff will present their findings and recommendations outlined in the staff report, the appellant will present reasons for appealing the determination, then the Hearing Examiner will allow public comment for or against the staff determination.
9. The Hearing Examiner then reviews the staff report, appellant's written documentation, and all testimony before rendering a decision. The Hearing Examiner's decision will be issued within ten (10) working days of the date of the hearing.
10. Any further appeals are governed by Section 13.30.250 of the SeaTac Municipal Code.



**APPEAL OF THE SEPA DETERMINATION ISSUED FOR
PERMIT NO./FILE NO. _____**



The undersigned is aggrieved by, and hereby appeals, the final threshold determination of significance or nonsignificance issued by the City of SeaTac on _____, 200__, in File No. _____, File Name _____.

It is requested that a hearing of this appeal be scheduled before the City Hearing Examiner. It is understood that this appeal is governed by RCW 43.21C.075, WAC 197-11-680, and the City's environmental policies at Chapter 13.30 of the SeaTac Municipal Code.

CONTENTS OF APPEALS

Pursuant to Section 13.30.155 of the SeaTac Municipal Code, the following must be provided:
(Additional pages may be attached)

- A. The basis for the Appellant's standing, including:
1. How the Appellant's interests are arguably within the zone of interests protected by SEPA; and
 2. How the SEPA decision being appealed will cause the Appellant injury-in-fact. If the alleged injury-in-fact has not already occurred, the Appellant must set forth facts establishing the immediate, concrete, and specific future injury-in-fact that will occur to the Appellant as a result of the SEPA determination under appeal.
- B. The specific alleged errors in the SEPA decision being appealed;
- C. The relief requested.

APPELLANT

DESIGNATED REPRESENTATIVE (if any)

Signature: _____

PRINT NAME: _____

ADDRESS: _____

PHONE NUMBER: (H) _____ (W) _____

Email: _____

CITY CLERK'S OFFICE USE ONLY

Date and time appeal filed: _____

Attachments: _____

Filing Fee: \$100.00 (Resolution No. 99-032). Receipt No. _____

Received by: _____